

## Preparation of Full Paper of ANQ 2021 Congress

### 1. Title of Paper

1.1 Title should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital). Title should be in Times New Roman with 16 point font size.

1.2 Authors names, Organization of Affiliation and e-mail are in Times New Roman 12 point font size.

#### Example :

<Author's First Name &, Surname<sup>1</sup> > <Author's First Name &, Surname<sup>2</sup> >  
< Organization of Affiliation, email >  
<sup>2</sup> < Organization of Affiliation, email > (Times New Roman 12 point)

### 2. Abstract (11 point font size, bold)

#### 2.1 Content of Abstract.

The abstract should summarize the contents of the paper and should contain at least 200 and at most 250 words. It should be set in 10 point font size. The margin is 1.0 cm. from both the left and right side. There should be two blank (10point) lines before and after the abstract.

#### 2.2 Keywords (11 point font size, bold)

The abstract should have 5 keywords in 10-point font size.

### 3. Introduction

Accepted abstracts will be published in the Program Book but the accepted papers will be published in the electronic form (Thumb Drive). Papers submitted in a technically unsuitable form will be returned for retyping, or canceled if the paper cannot be finished on time. Text in the paper should be typed with single line spacing. There is no indent for the first paragraph of each section and subsection. However, for the subsequent paragraph, there must be an indent of 13 mm (½ inch). **All text should be in Time New Roman with font size of 10.**

### 4. Manuscript Preparation

Authors' Instruction for the Preparation of Full Paper to Congress Proceedings is provided to help users to prepare their manuscript. Authors should observe the following instructions for the preparation of their typescripts to ensure high quality of work. This includes the quality of typescript and grammatically correct work. Please take note that each manuscript is limited to **15 pages** only.

## 5. Print Area

The printing area is A4 (210 mm × 297 mm). Text should be left and right justified, providing a vertical margin on both sides (32 mm or 1¼ inch).

## 6. Headings, Sub-headings and Footnotes

Headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the title, be aligned to the left. It is recommended to restrict the use of headings to no more than three levels where possible. Main headings should be typed in 11 point font bold upper / lower case. Kindly leave one blank line above and below these headings. Here is an example: “Defective Rate Reduction of Home Audio Products through Six Sigma Methodology”.

### 6.1 Sub-headings

Sub-headings should be typed in 11 point font bold upper / lower case, ranged left. Kindly leave one blank line above and below each sub-heading.

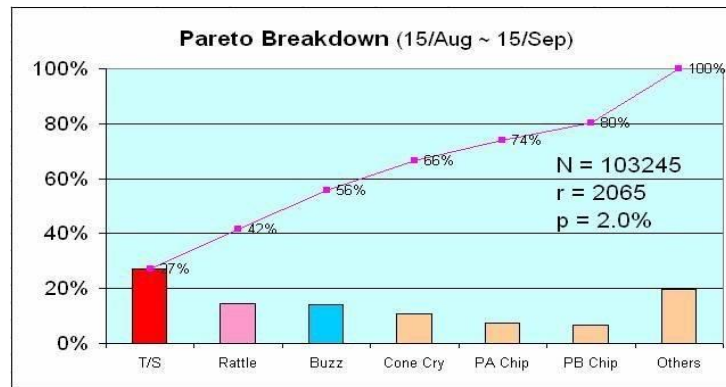
#### 6.1.1 Footnotes

If really needed, footnotes should be denoted in the text by consecutive numbers<sup>1</sup>. The footnotes should be typed, in 9 point font, at the foot of the page on which they are mentioned, and separated from the main text by a line extending part way across the page. Leave a two-line space above the footnote line.

## 7. Figures and Illustrations

Please produce your figures electronically, if possible, and integrate them into your text file. Check that in line drawings, lines are not interrupted and have constant width. Grids and details within the figures must be clearly readable and may not be written one on top of the other. The lettering in figures should have a height of 2 mm (10 point type) and bold. Figures should be scaled up or down accordingly.

Illustrations should be pasted into position on the typed pages as close to the first reference to them as possible. Photographs may also be pasted into their respective places. To have good result in the final print, glossy photographs (bromides) are preferred and not Xerox copies. Figures and illustration should be numbered and should have a caption which should always be positioned *under* the figures and illustrations. They must be aligned in the centre. Example is shown below:



<sup>1</sup> **Footnotes should be avoided whenever possible.** If really needed, footnotes should be presented in this style where used. Use letters for table footnotes if required.

**Fig. 7.1 : Pareto Chart after Improvement**

## 8. Table

After leaving one line space after the text, type the table heading with table number above the table. After that, leave one line space between the heading and the table. Tables are to be centred on the page so as the table number. The lettering in tables should have a height of 2 mm (10 point type) and bold. Please ensure that table should in one page. Example is shown below:

**Table 8.1 : t-test for Comparison of Strength**

	N	Mean	St Dev	S Mean
Old	20	6.705	0.465	0.10
New	20	3.130	0.476	0.11
(Old) > (New), t = 24.03				
P-value = 0.00 with DF = 37				

## 9. Equations

Displayed equations are centered and set on a separate line (with an extra line space above and below). Equations should be numbered consecutively throughout the manuscript. The numbers should be enclosed in parentheses and set on the right margin. For example,

$$x + y = z . \quad (1)$$

Please punctuate a displayed equation in the same way as ordinary text but with a small space before the end punctuation.

## 10. Paging

Letter for paging should be 11 point font size and align in the centre bottom part of each page. Please use a simple number as 1, 2, 3 etc.

## 11. Citations

References should be listed in alphabetical order at the end of the paper. References by the same author(s) should be in chronological order. Journal references should include: author's surname and initials; surnames and initials of remaining authors; year of publication in brackets; article title (where provided); journal name (*Italic*), volume number and page numbers.

References to books should include: author's surname and initials; surnames and initials of remaining authors; year of publication in brackets; the book name (*Italic*); the name of the publisher and place of publication.

References to multi-author works should include after the date of publication: the chapter title (where provided); 'In:' followed by the book name (*Italic*); surname(s) and initials of editor(s) in brackets; volume number and pages; the name of the publisher and the place of publication. The list of references should be in 10 point font.

### References

A sample reference list is as follows:

Besterfield, D.H. (2004) : *Quality Control*. Pearson Education International, New Jersey.

Box, G.E.P., Hunter, W.G. and Hunter, J. S. (1978): *Statistics For Experiment*. John Wiley & Sons, Inc., New York.

Lind, D., Marchal, W. and Wathen, S. (2010) : *Statistical Techniques in Business and Economics*, 14 Edition. McGraw-Hill Higher Education, New York.

Too, M.K., and Koh, Y.L. (2010) : "Reduction of Loan Application Approval Cycle Time in A Financial Institution Through Six Sigma Methodology", *Singapore Quality Institute Yearbook 2009-2010*, pp 27-34.

Too, M.K. and Lim, S.K. (2011) : "Color Contact Lenses Defect Reduction through Six Sigma Methodology", Asian Network For Quality Congress in Vietnam, September 2011.

### Authors' Biographical Notes

Kindly include a short biographical note in 10 point font for author (about 100 words each) with author's name in bold at the end of the paper manuscript. The content shall be in italics.